

SECRET

DD/s
57-3262

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Reorganization of the Office of Special Support Assistant to the Deputy Director (Support) and ID/S Component Units Attached Thereto

1. This memorandum contains a recommendation for approval by the Deputy Director (Support). Such recommendation is contained in paragraph 4.

2. In furtherance of my memorandum of 8 August 1977 and subsequent discussions, it is recommended that the support heretofore rendered the SSA-ID/S by special units of the Office of the Comptroller, Logistics and Personnel be transferred to those Offices, and that the administrative-generalist staff of the SSA-ID/S be augmented as follows:

a. Position No. 592, Personnel Officer, GS-15, be transferred from the Office of Personnel to SSA-ID/S, and that this position be re-established as Administrative Officer, GS-15, with a change in Service Designation from SP to SA.

b. Position No. 1436, Administrative Services Officer, GS-11, be transferred from the Office of Logistics to the SSA-ID/S. This position should retain its present title and SA Career Designation.

c. Position No. 1437, Administrative Assistant, GS-7, be transferred from the Office of Logistics to the SSA-ID/S. This position should retain its present title with a change in Career Designation from SA to SA.

d. Position No. 433, Budget and Fiscal Officer, GS-15, be transferred from the Office of the Comptroller to SSA-ID/S. The present title and SP Career Service Designation should be retained.

e. Position No. 435, Secretary-Steno, GS-7, be transferred from the Office of the Comptroller to the SSA-ID/S, with a change in title to Administrative Assistant and change in Career Service Designation from SP to SA.

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NO CHANGE IN CLASS. ☐

RECLASSIFICATION ☐

CLASS. CHANGED TO: CS

NEW EDITION DATE: 10-1988

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By: 008

OL 7 5102

SECRET

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3. The above adjustments will result in a Table of Organization for the SSA-DD/S of five generalist-administrative positions, one budget and fiscal officer, one administrative services officer, and eight administrative assistant, secretarial, registry and clerical employees. Sub-units of the SSA-DD/S not changed by this reorganization are the Visual Aids Unit and Publications Control Unit, currently authorized eight and ten positions, respectively. This reorganization reduces the SSA-DD/S and attached DD/S components by eight positions through the return of these positions to the home offices of the components concerned. The actual saving in positions resulting from this reorganization is dependent on the capability of the DD/S components concerned to absorb within their offices the functions formerly performed in special units attached to the SSA-DD/S.

4. It is recommended that you approve the transfer of positions numbers 592, 1436, 1437, 433 and 435, as described above, and personnel ceiling to accommodate them.

[Redacted Signature]
Special Support Assistant
to the
Deputy Director (Support)

25X1A

CONCURRENCES:

15/
Director of Personnel

4 Oct 57
Date

*The personnel ceiling for the Office of the DD/S is increased by five and offset by the following personnel ceiling reductions:

15/
Director of Logistics

9 Oct 57
Date

15/
Comptroller

11 Oct 57
Date

- 1 from Office of Personnel
- 2 from Office of Logistics
- 2 from Office of the Comptroller

5 * APPROVED

25X1A

15/
Deputy Director (Support)

12 Oct 57
Date

Distribution:

- 1 - ~~Personnel~~
- 1 - D/Logistics
- 1 - SSA-DD/S (Smithell)
- 1 - Comptroller
- 1 - Mgmt Staff

3 - DD/S (Thorne) subject reading